

Employee Post-Travel Disclosure of Travel Expenses

RECEIVED
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OFFICE OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): 28 May 2019- 01 June 2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$1,094.30 round-trip flights and flight to Medellin, Colombia	Hotel Rosales: \$198.42	\$110.46	Wireless Headsets and translators: \$391.86
<input checked="" type="checkbox"/> Actual Amount	Passenger vans: \$66.37	InterContinental: \$290.74		

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itinerary.

6/11/19
(Date)

KATHERINE CLOSE
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/11/19
(Date)

Benjamin J. Cardini
(Signature of Supervising Senator/Officer)



Woodrow Wilson
International
Center
for Scholars

**Wilson Foreign Policy Fellowship Program
2019 Congressional Staff Delegation to Colombia
*May 28, 2019 – June 1, 2019***

TUESDAY, MAY 28TH

PARTICIPANTS TRAVEL TO BOGOTÁ, COLOMBIA

2:45 PM **DEPART WASHINGTON DULLES – AVIANCA #247**

7:24 PM **ARRIVE BOGOTA AIRPORT**

8:45 PM **HOTEL CHECK-IN**
 LOCATION: HOTEL ROSALES PLAZA
 CALLE 72 # 5-47, BOGOTÁ, CUNDINAMARCA, COLOMBIA

OVERNIGHT: BOGOTÁ, COLOMBIA

WEDNESDAY, MAY 29TH

BOGOTÁ, COLOMBIA

FOCUS: PEACE PROCESS IMPLEMENTATION, VENEZUELAN MIGRATION, COUNTER-NARCOTICS
ATTIRE: BUSINESS CASUAL (WEAR COMFORTABLE SHOES)

8:00 AM **DEPARTURE FROM HOTEL – MEET IN LOBBY**

8:00 – 8:45 AM **TRAVEL TO U.S. EMBASSY BOGOTÁ**

8:45 – 9:00 AM **SECURITY POST I (BADGES)**
 LOCATION: U.S. EMBASSY BOGOTÁ
 CL. 24 BIS #48-50

9:00 – 10:00 AM **CHARGÉ D'AFFAIRES GREETING AND COUNTRY OVERVIEW**
 LOCATION: NEW YORK CONFERENCE ROOM
 TOPICS: PEACE IMPLEMENTATION BRIEFING (POL, USAID); COUNTER-
 NARCOTICS BRIEFING (INL, DEA, USAID); MIGRATION BRIEFING (POL,
 PRM, USAID)

10:00 – 10:20 AM **TRAVEL TO BUS TERMINAL SALITRE**

AGENDA DATE: May 24, 2019

* Indicates meeting organized by the Wilson Center directly



11:15 AM – 12:00 PM TRAVEL TO UNHCR

1:30 – 2:00 PM TRAVEL TO UN MISSION IN COLOMBIA

3:00 – 3:30 PM TRAVEL TO USAID JUSTICE FOR SUSTAINABLE PEACE PROJECT OFFICE

4:30 – 5:00 PM TRAVEL TO HOTEL ROSALES PLAZA

5:00 – 7:00 PM No PROGRAMMING

9:00 PM **END PROGRAMMING**

OVERNIGHT: BOGOTÁ, COLOMBIA



THURSDAY, MAY 30TH

BOGOTÁ AND MEDELLIN, COLOMBIA

ATTIRE: BUSINESS

- 8:00 AM – 9:15 AM **BREAKFAST IN HOTEL WITH NORWEGIAN REFUGEE COUNCIL.**
LOCATION: HOTEL ROSALES PLAZA
SITE OFFICER: WARD MILLER
- 9:30 – 10:30 AM **TRAVEL TO CASA DE NARIÑO**
- 10:30 – 11:30 AM **MEETING WITH FELIPE MUÑOZ, PRESIDENTIAL COUNSELOR FOR THE COLOMBIA-VENEZUELA BORDER***
LOCATION: CASA DE NARIÑO, CRA. 8 #7-26
POC: JAMES MOSHER, +57.320.347.3010
- 11:30 AM – 12:30 PM **MEETING WITH EMILIO JOSE ARCHILA, HIGH COUNSELLOR, STABILIZATION***
LOCATION: CASA DE NARIÑO, CRA. 8 #7-26
POC: EMILY WANN, +57.323.208.6759
- 12:30 PM **DEPARTURE TO BOGOTÁ AIRPORT**
- 1:15 PM **ARRIVAL AT THE AIRPORT (LUNCH ON OWN)**
- 2:10 PM **DEPARTURE FLIGHT - AVIANCA #9318 (BOG-MDE)**
- 3:30 PM **ARRIVAL IN MEDELLIN**
- 3:30 – 4:15 PM **TRAVEL TO INTERCONTINENTAL HOTEL**
- 4:15 PM **HOTEL CHECK-IN**
LOCATION: INTERCONTINENTAL HOTEL
CALLE 16, VARIANTE LAS PALMAS ##28-51
- 4:15 – 6:30 PM **NO PROGRAMMING**
- 6:30 – 8:30 PM **DINNER WITH PRO-ANTIOQUIA AND PRIVATE SECTOR MEMBERS**
LOCATION: INTERCONTINENTAL HOTEL
MODERATOR AND SITE OFFICER: NATHALIE RENAUD, +57.313.887.3493
(PLATED DINNERS FOR 24 PEOPLE, SEATS FOR 23 PEOPLE)

AGENDA DATE: May 24, 2019

* Indicates meeting organized by the Wilson Center directly



Woodrow Wilson
International
Center
for Scholars

8:30 PM END PROGRAMMING

OVERNIGHT: MEDELLIN, COLOMBIA

FRIDAY, MAY 31ST

MEDELLIN, COLOMBIA

FOCUS: PEACE IMPLEMENTATION AND VENEZUELAN MIGRATION

ATTIRE: CASUAL (WEAR COMFORTABLE SHOES)

7:45 AM **DEPART HOTEL – MEET IN LOBBY**

7:45 – 8:30 AM **TRAVEL TO HEALTH CLINIC**

8:30 – 9:30 AM **HEALTH CLINIC**
LOCATION: CRA. 84 # 33AA-159, BARRIO LAURELES LA CASTELLANA
SITE OFFICER: RAJ MARWAHA, +1.202.227.8089

9:30 – 10:00 AM **TRAVEL TO COMUNA 5 - BARRIO CASTILLA**

10:00 – 11:10 AM **COMUNA 5 - BARRIO CASTILLA TO VISIT “LOCAL PEACE INITIATIVES:
CONSTRUCTING SAFE AND RESILIENT COMMUNITIES” PROJECT**
LOCATION: CARRERA 69C #92BB-58, BARRIO FRANCISCO ANTONIO ZEA
(CASTILLA) ETAPA 4 – MEDELLÍN
SITE OFFICER: CAMILA GOMEZ, +57.311.259.8892

11:10 – 11:30 AM **TRAVEL TO BOTANICAL GARDEN**

11:30 AM – 12:45 PM **MEETING WITH FORMER CHILD SOLDIERS AND COLOMBIAN AGENCY
FOR NORMALIZATION AND REINCORPORATION (ARN)**
LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14
SITE OFFICER: SOL GAITAN, +57.320.829.0302;
CAMILA GOMEZ, +57.311.259.8892

12:45 – 2:00 PM **LUNCH**
LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14
SITE OFFICER: FRANK SO, +57.321.490.0721

2:00 – 2:30 PM **MEETING WITH U.N. OFFICE OF THE HIGH COMMISSION FOR HUMAN
RIGHTS (UNOHCHR) REGIONAL REPRESENTATIVE**
LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14
SITE OFFICER: SOL GAITAN, +57.320.829.0302

AGENDA DATE: May 24, 2019

* Indicates meeting organized by the Wilson Center directly



Woodrow Wilson
International
Center
for Scholars

- 2:30 – 3:30 PM **MEETING WITH HUMAN RIGHTS DEFENDERS**
LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14
SITE OFFICER: SOL GAITAN, +57.320.829.0302
- 3:30 – 4:00 PM **TRAVEL TO CASA HOGAR SER FELIZ SAS**
- 4:00 – 5:00 PM **MEETING WITH UNHCR AND RED CROSS**
LOCATION: CASA HOGAR SER FELIZ SAS: CARRERA 47 #63-36, PRADO
CENTRO
SITE OFFICER: PRM OR FRANK SO, +57.321.490.0721
- 5:00 – 5:30 PM **TRAVEL TO INTERCONTINENTAL HOTEL**
- 5:30 PM **END PROGRAMMING – DINNER ON OWN**

OVERNIGHT: MEDELLIN, COLOMBIA

SATURDAY, JUNE 1ST

MEDELLIN, COLOMBIA

PARTICIPANTS TRAVEL TO WASHINGTON, DC

ATTIRE: CASUAL

- 10:30AM **DEPART HOTEL – MEET IN LOBBY**
- 10:30 – 11:00 AM **TRAVEL TO COLVENZ**
- 11:00 AM– 12:00 PM **MEETING WITH COLVENZ (VENEZUELAN-RUN AND FOCUSED NGO)**
LOCATION: COLVENZ, CRA. 45D #57-12
SITE OFFICER: FRANK SO, +57.321.490.0721
- 12:00 PM **TRAVEL TO MEDELLIN AIRPORT (LUNCH ON OWN)**
- 3:09 PM **DEPART MEDELLIN AIRPORT – AMERICAN AIRLINES #1128**
- 7:45 PM **ARRIVE MIAMI AIRPORT**
- 9:43 PM **DEPART MIAMI AIRPORT – AMERICAN AIRLINES #2362**
- 12:15 AM **ARRIVE REAGAN NATIONAL AIRPORT**

AGENDA DATE: May 24, 2019

* Indicates meeting organized by the Wilson Center directly



Wilson Center

**List of Invitees | Wilson Foreign Policy Fellowship Program Trip to Colombia
May/ June 2019 | United States Senate**

Name: Loully Saney

Title: Deputy Press Secretary, Office of Senator Tim Kaine

Name: Kate Hunter

Title: Legislative Assistant, Office of Senator Johnny Isakson

Name: Katherine Close

Title: Legislative Correspondent, Office of Senator Ben Cardin

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Woodrow Wilson
International
Center
for Scholars

**Wilson Foreign Policy Fellowship Program
2019 Congressional Staff Delegation to Colombia
*May 28, 2019 – June 1, 2019***

TUESDAY, MAY 28TH

PARTICIPANTS TRAVEL TO BOGOTÁ, COLOMBIA

2:45 PM **DEPART WASHINGTON DULLES – AVIANCA #247**

7:24 PM **ARRIVE BOGOTA AIRPORT**

8:45PM **HOTEL CHECK-IN**
 LOCATION: HOTEL ROSALES PLAZA
 CALLE 72 # 5-47, BOGOTÁ, CUNDINAMARCA, COLOMBIA

OVERNIGHT: BOGOTÁ, COLOMBIA

WEDNESDAY, MAY 29TH

BOGOTÁ, COLOMBIA

FOCUS: COUNTER-NARCOTICS, PEACE PROCESS IMPLEMENTATION, VENEZUELAN REFUGEES

8:15 AM **DEPARTURE FROM HOTEL – MEET IN LOBBY**

8:15 – 8:50 AM **TRAVEL TO US EMBASSY**

8:50 – 9:00 AM **SECURITY POST I (BADGES)**
 LOCATION: U.S. EMBASSY
 AVENIDA CALLE 26, BOGOTÁ, COLOMBIA

9:00 – 11:00 AM **MEETING WITH CONSOLIDATED EMBASSY COUNTRY TEAM**
 FOCUS: DEA-COUNTER NARCOTICS, ECON, AID

11:00 AM – 12:00 PM **TRAVEL TO HOTEL ROSALES PLAZA**

12:00 - 1:30 PM **MEETING WITH UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES, INTERNATIONAL ORGANIZATION FOR MIGRATION AND THE WORLD FOOD PROGRAM**
LOCATION: HOTEL ROSALES PLAZA
FOCUS: THE VENEZUELA RESPONSE

1:30 – 2:00 PM **TRAVEL TO UN MISSION IN COLOMBIA**

2:00 – 3:00 PM **MEETING WITH CARLOS MASSIEU, *UN VERIFICATION MISSION***
LOCATION: UN MISSION IN COLOMBIA
CL. 95 #13-35 PL. 4

3:00 – 3:30 PM **TRAVEL TO PALACIO NARIÑO**

3:30 – 4:30 PM **MEETING WITH EMILIO JOSE ARCHILA, *HIGH COUNSELLOR, POST CONFLICT***
LOCATION: PALACIO NARIÑO
CRA 8 #7-26

4:30 – 5:45 PM **TRAVEL TO HOTEL ROSALES PLAZA**

5:45 – 7:00 PM **NO PROGRAMMING**

7:00 – 8:00 PM **EVENING MEETING WITH LEADING JOURNALISTS: JUAN FORERO (WALL STREET JOURNAL, NICHOLAS CASEY (NEW YORK TIMES), JOHN OTIS (NPR), JUANITA LEON (LA SILLA VACIA)**
LOCATION: HOTEL ROSALES PLAZA

8:00 PM **END PROGRAMMING**

OVERNIGHT: BOGOTÁ, COLOMBIA

THURSDAY, MAY 30TH

BOGOTÁ, COLOMBIA AND MEDELLIN, COLOMBIA

8:00 AM **DEPART HOTEL – MEET IN LOBBY**

8:00 – 8:30 AM **TRAVEL TO FOREIGN MINISTRY**

8:30 – 10:00 AM **MEETING WITH CARLOS TRUJILLO, FOREIGN MINISTER, FELIPE MUNOZ, AND VICTOR BAUTISTA**
LOCATION: FOREIGN MINISTRY
PALACE OF SAN CARLOS: CALLE 10 # 5-51 BOGOTÁ DC, COLOMBIA

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FRIDAY, MAY 31ST

FOCUS: RURAL DEVELOPMENT AND VENEZUELAN REFUGEES

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10:45 AM – 12:00 PM: **MEETING WITH ANDRES STAPPER, ARN REPRESENTATIVE**
LOCATION: ARN
Carrera 64C # 72-58 Tránsito Barrio Caribe

12:00 – 12:15PM **TRAVEL TO MONDONGOS**

12:15 – 1:15PM **LUNCH**
LOCATION: MONDONGO'S
CL. 10 ##38-38, MEDELLÍN, ANTIOQUIA, COLOMBIA

1:15 – 1:30 PM **TRAVEL TO ORO LEGAL**

1:30 – 2:00 PM **MEETING WITH ORO LEGAL: PETER DOYLE, CHIEF OF PARTY**
LOCATION: ORO LEGAL
CARRERA 10 No. 97A – 13 TORRE A – PISO 6; EDIFICIO BOGOTA TRADE CENTER
FOCUS: ILLEGAL MINING

2:00 – 3:00 PM **MUJERES DE ORO: GDA – ALLIANCE WITH JAIME ARTIAGA & ASOCIADOS AND MINEROS, SA; JULIAN VASQUEZ, COP.**
LOCATION: JAIME ARTIAGA & ASOCIADOS
CARRERA 48 #20-34 CENTRO EMPRESARIAL, MEDELLIN, ANTIOQUIA
FOCUS: MINING & WOMEN'S EMPOWERMENT

3:00 – 3:30 PM **TRAVEL TO PROANTIOQUIA**

3:30 – 4:30 PM **MEETING WITH RAFAEL AUBAD, PRESIDENT OF PROANTIOQUIA**
LOCATION: PROANTIOQUIA: CARRERA 43 A NRO. 1 – 50 COMPLEJO SAN FERNANDO PLAZATORRE 1, PISO 12
FOCUS: SUSTAINABLE DEVELOPMENT

4:30 – 5:00 PM **TRAVEL TO RED CROSS**

5:00 – 6:00 PM **MEETING WITH RED CROSS, DR. OLGA BEATRIZ KARLEZ**
LOCATION: CRUZ ROJA MEDELLIN
A 25-447, CRA. 50 #25-329, MEDELLIN, ANTIOQUIA

6:00 – 6:15 PM **TRAVEL TO THE CHARLEE HOTEL**

6:15 PM **END OF PROGRAMMING – PARTICIPANTS TO ACQUIRE DINNER BY THEIR OWN MEANS**

OVERNIGHT: MEDELLIN, COLOMBIA

SATURDAY, JUNE 1ST

MEDELLIN COLOMBIA

PARTICIPANTS TRAVEL TO WASHINGTON, DC

9:00 AM	DEPART HOTEL – MEET IN LOBBY
9:00 – 10:00 AM	TRAVEL TO COLVEN
10:00 AM – 12:00 PM	MEETING WITH COLVEN (NGO), CHURCH GROUP, ARLES PAREDA, PRESIDENT LOCATION: COLVEN
12:00 PM	TRAVEL TO MEDELLIN AIRPORT
3:09 PM	DEPART MEDELLIN AIRPORT – AMERICAN AIRLINES #1128
7:45 PM	ARRIVE MIAMI AIRPORT
9:43 PM	DEPART MIAMI AIRPORT – AMERICAN AIRLINES #2362
12:15 AM	ARRIVE REAGAN NATIONAL AIRPORT

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Woodrow Wilson International Center for Scholars
2. Description of the trip: Wilson Center Foreign Policy Fellowship Program Alumni trip focusing on the
the current Venezuelan refugee crisis, counter-narcotics and peace process implementation.
3. Dates of travel: Tuesday, May 28th to Saturday, June 1st, 2019
4. Place of travel: Bogotá, Colombia; Medellin, Colombia
5. Name and title of Senate invitees: See attached list.
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
OR
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
AND
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
AND
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment of the trip.*

-OR-

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

This trip is organized by the Wilson Center, a trust instrumentality of the US government that was

chartered by Congress. The Carnegie Corporation provides funding to Foreign Policy Fellowship Program

but played no role in selecting participants, destination or itinerary. USAID assisted with the itinerary.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached sheet.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached sheet.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$1,200 per person for round-trip in / coach air flights \$865 for armored van (recommended by Dept of State) for transportation to and from site visits	\$528 total for 4 nights	\$447 total for 5 days.	\$383 for translators and wireless headsets.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached sheet.

19. Name and location of hotel or other lodging facility:

Rosales Plaza Hotel, Cl. 72 #5-47, Bogotá, Cundinamarca, Colombia

The Charlee Hotel, Cl. 9a ###37-16, Medellín, Antioquia, Colombia

20. Reason(s) for selecting hotel or other lodging facility:

These hotels were selected because of their central location and proximity to many of our site visits.

Prices within the per diem rate.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses are less than or equal to the maximum set for official Federal Government Travel by the
GSA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be traveling coach class by commercial air. In Bogota and Medellin, participants will travel to and from locations in an armored van on 5/28, 5/29, 5/30, 5/31 and 6/1.

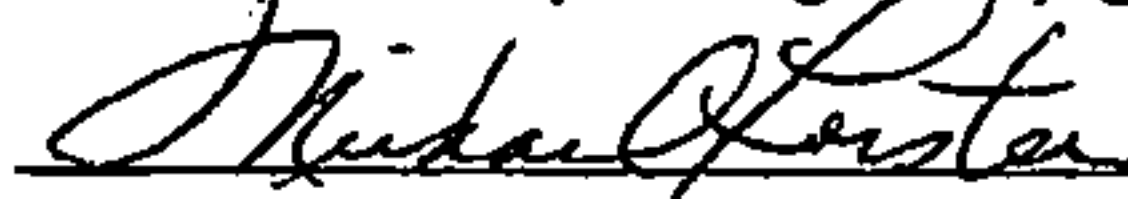
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Michael Forster, Chief Operating Officer

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave, NW, Washington, DC 20004

Telephone Number: 202.691.4366

Fax Number:

E-mail Address: michael.forster@wilsoncenter.org

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Katherine Close

Employing Office/Committee: Senator Benjamin L. Cardin

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): May 28th, 2019 to June 1st, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Bogotá, Colombia; Medellin, Colombia

Explain how this trip is specifically connected to the traveler's official or representational duties:

The trip will provide valuable insight into the peace process implementation in Colombia as well as first hand insight into Colombia's response to the ongoing crisis in Venezuela. As Senator Cardin is the Ranking Member on the Foreign Relations Subcommittee on the Western Hemisphere, Transnational Crime, Civilian Security, Democracy, Human Rights, and Global Women's Issues, these experiences and the knowledge I will gain by participating in this Staff Delegation trip will directly impact my ongoing work in this office.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/23/19
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, BEN CARDIN hereby authorize KATHERINE CLOSE
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/23/19
(Date)


(Signature of Supervising Senator/Officer)



**Woodrow Wilson International Center for Scholars
Foreign Policy Fellowship Program
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses**

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Wilson Foreign Policy Fellowship Program aims to educate Congressional staffers on foreign policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The Wilson Center is a Trust Instrumentality of the US government and was established by an Act of Congress in 1968. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the policy challenges and opportunities discussed in the seminars. The focus for this trip is to study the impact and policy implications of the current Venezuelan refugee crisis, counter-narcotics and peace process implementation.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; four staff trips to New York City focusing on homeland security, a staff trip in 2016 to Colombia to focus on the FARC negotiations, a staff trip to Ireland focusing on international cybersecurity policies; and a staff trip to Europe (Paris, Brussels and Berlin) to focus on the European legislative process, NATO and partner delegations. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at www.wilsoncenter.org.

18. Reason for selecting the location of the event or trip.

Colombia was selected as the destination for this trip in order to study the current Venezuelan refugee crisis that is occurring across the border. Our meetings will focus on the response of the Colombian government in dealing with the refugee crisis through meetings with the United Nations, Human Rights groups and the World Food Program. Additionally, we selected this trip for Colombia's role in counter-narcotics and implementing the nation's peace process with the FARC.



**List of Invitees | Wilson Foreign Policy Fellowship Program Trip to Colombia
May/ June 2019 | United States Senate**

Name: Loully Saney

Title: Deputy Press Secretary, Office of Senator Tim Kaine

Name: Kate Hunter

Title: Legislative Assistant, Office of Senator Johnny Isakson

Name: Katherine Close

Title: Legislative Correspondent, Office of Senator Ben Cardin

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Close, Katherine 'Kitty' (Cardin)

From: Paige Rotunda <Paige.Rotunda@wilsoncenter.org>
Sent: Monday, March 18, 2019 1:02 PM
To: Close, Katherine 'Kitty' (Cardin)
Subject: Colombia Trip

Follow Up Flag: Follow up
Flag Status: Completed

Hi Katherine,

We would be delighted to have you join us on our Staff Delegation to Colombia from May 28, 2019 to June 1, 2019. To confirm your attendance please email me at Paige.Rotunda@wilsoncenter.org by **Friday, March 29th**.

The first leg of this trip will be in Bogotá, where we will meet with government officials. The next part of the trip will be in a northern part of the country that is currently dealing with the Venezuelan crisis. The trip will be funded by a grant from the Carnegie Corporation, thus requiring ethics approval. We will send you an itinerary as soon as it is finalized.

Thank you!
Paige

Paige Rotunda
Congressional Relations Assistant
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Paige.Rotunda@wilsoncenter.org

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